

Edward P. Mangano
County Executive

Scott D. Tusa
Chief Fire Marshal



Nassau County Fire Commission
Office of the Fire Marshal
1194 Prospect Avenue
Westbury, N.Y. 11590
(516) 573-9900

License Document Requirements

The following documents are required in order to process your license application or renewal.

1. Double-sided license application filled out completely and notarized.
2. Check for the proper amount payable to Nassau County Treasurer. \$255 initial, \$130 renewal.
3. Certificate of Incorporation, Articles of Organization or other official NYS business paperwork.
4. Certificate of Assumed Name from either New York State or Nassau County if operating under a different name from above, item number 3.
5. Proof of financial responsibility
 - a. Certificate of Liability Insurance (form ACORD 25)
6. Proof of workers' compensation (one of the following)
 - a. Exemption form CE-200
 - b. Certificate of Workers' Compensation Insurance (form C-105.2 or U-26.3)
 - c. Certificate of Workers' Compensation Self Insurance (form SI-12 or GSI-105.2)
7. Proof of disability benefits (one of the following)
 - a. Exemption form CE-200
 - b. Certificate of Disability Benefits form DB-120.1
 - c. Certificate of Disability Benefits Self Insurance form DB-155
8. Current manufacturers' training certificates for Automatic Fire-Extinguishing Systems or Clean Agent Extinguishing Systems.

The Certificate Holder on all insurance policies shall read:

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The corporate name on each form must match identically on all papers and forms and must also match the corporate name on file. It must also contain the valid entity type, e.g., INC, CORP, LLC, etc.

The forms listed above must be attached to the fully-completed license application. They will not be accepted in part or via fax. Failure to submit the full package may delay the processing of your application and may result in suspension or revocation of your license.